

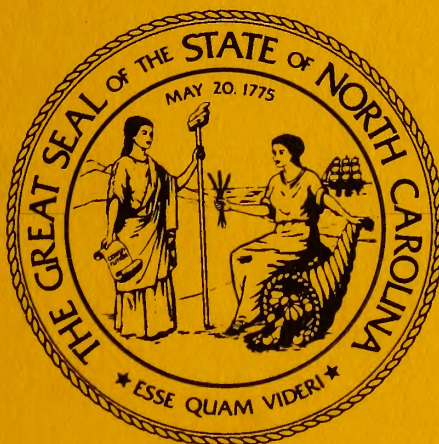
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Information Services N.C. State Government

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Department of Cultural Resources

About two months ago, individuals from different departments in State Government met to discuss how needs of the public, particularly school children, students, tourists, and potential new citizens, are answered in terms of available printed material. The result was a new awareness that even those of us in State Government do not always know the answer or where to go to find the proper answer. The resulting discussion led to the idea of "Information Services/N. C. State Government".

To facilitate gathering the information, compiling and editing it, and putting it into publishable form, the North Carolina Intern Office kindly awarded the Department of Cultural Resources an intern.

Rudy Ogburn, a student at Wake Forest University, has spent this summer of 1976 putting together the following information which this Department hopes will be of value to the people the State of North Carolina serves, whether it be fellow North Carolinians or visitors.

DEPARTMENT OF CULTURAL RESOURCES
August, 1976



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ADMINISTRATION, DEPARTMENT OF
Administration Building
116 West Jones Street
Raleigh, North Carolina 27603
Telephone: 829-7232

ADMINISTRATIVE ANALYSIS, Department of Administration

--Contact: Jack Barnes, Internal Systems Consultant Supervisor:
829-2566.

--To conduct special productivity studies to reduce the cost of
services provided by state government.

ADMINISTRATIVE LAW DIVISION, Department of Insurance

--Contact: David M. Blackwell, Deputy Commissioner: 829-4700.

--Provides legal counsel, advice and support. This includes preparing
and conducting administrative hearings on rates, license revocations,
policy forms, insurance reforms, insurance violations, unfair trade
practices and drafting of legal documents such as orders, notices,
briefs and decisions.

--The division has the North Carolina Administrative Code, Title 11,
Department of Insurance available for public inspection (copies
are only available through the Attorney General's Office).

ADMINISTRATIVE OFFICE OF THE COURTS

--Contact: Kay Miller, Court Information Officer: 829-3264.

--The Administrative Office of the Courts is the nonjudicial adminis-
trative organization responsible for administrative direction of the
Judicial Department. The major duties of the office include estab-
lishing fiscal policies and preparing the budget for the Judicial
Department; personnel management through establishment of position
authorizations, job classifications, and pay plans; prescribing
uniform forms, records, and business methods and systems for the
offices of clerks, and supervising the establishment and maintenance
of an office of consolidated records in each; maintaining statistical
services; purchasing, contracting for, and maintaining property
control; planning and research; making recommendations for improving
the operations of the Judicial Department; supervising the assign-
ment of legal counsel for indigents; and making assignments for
superior court judges.

--JUVENILE COUNSELING PROGRAM-operated under the control of the Administrative Office of the Courts to provide probation and after-care services to juveniles. Each judicial district has one or more court counselors, who not only have the duties of juvenile probation officers but also conduct pre-hearing social studies of children alleged to be delinquent or undisciplined. They help the court handle cases in which a child needs detention before or after a hearing. They may also receive complaints concerning a child alleged to be delinquent and conduct a preliminary inquiry to determine whether a juvenile petition should be filed against the child.

--The office has publications available to the general public, on request. Most requests seem to be from teachers for school classes. These publications are free of charge and revised as is necessary.

ADMINISTRATIVE SERVICES DIVISION, Department of Labor

--See: LABOR, THE NORTH CAROLINA DEPARTMENT OF

ADULT PROBATION AND PAROLE, DIVISION OF, Department of Correction

--Contact: John G. Patseavouras, Director: 829-7333.

--See: CORRECTION, DEPARTMENT OF

AERONAUTICS PROGRAM, DIVISION OF, Department of Transportation and Highway Safety

--Contact: William G. Plentl, Director: 829-2491.

--The division participates with local and regional authorities in programs to upgrade the quality of air transportation services available to the public. It carries out ongoing programs in aerospace safety and education by working with the FAA and other governmental and private groups. State funds are made available by the division on a 50% matching basis with local funds for the improvement of publicly owned or operated air transportation facilities. Staff members are available to local governments for consultation on specific problem areas. The division also maintains several promotional films for loan to local groups wishing to stimulate airport or aviation interest in their areas.

--The division makes the N. C. Aeronautical Chart available to the general public free of charge upon request. The Chart, which provides information to pilots in the same manner as the Highway map provides information to drivers, is revised annually.

AGING, OFFICE FOR, Department of Human Resources

--Contact: George R. Lentz, Deputy Director: 829-3983.

--The Office for Aging's principle responsibilities are statewide planning, coordination, administration, and evaluation of programs and activities related to the purposes of the Older Americans Act of 1965 as amended. The Office for Aging is statutorily charged with statewide advocacy for the state's sixty and over population as specified in Chapter 143B, "Executive Organization Act of 1973," Section 180.

--The Office for Aging has the following two publications available to the general public free of charge: "Office for Aging Brochure" which briefly covers history of the Office for Aging and explains its services and source of funds (revised as needed), and an Operations Directory which lists all projects for elderly funded through the Office for Aging by Region with addresses and provides a key to services provided by each project (revised twice yearly).

AGRICULTURE, THE NORTH CAROLINA DEPARTMENT OF

Agriculture Building
2 West Edenton Street
Raleigh, North Carolina 27611

--Contact: Mrs. Jerri Wilson, Secretary: 829-4216.

--The services of the North Carolina Department of Agriculture can be divided into the following three areas:

ADMINISTRATIVE SERVICES

-FARMERS' MARKET--facility for profitable marketing of agricultural produce; both wholesale and retail operations.

-N. C. RURAL REHABILITATION CORPORATION--lending agency that offers low interest loans for farmers and farm-related businesses.

-N. C. STATE FAIR PROGRAM--presents the N. C. State Fair and promotes fair facilities during non-fair time.

CONSUMER SERVICES (regulatory programs)

-ANIMAL HEALTH PROGRAM--maintains surveillance of animal diseases, operates eight disease diagnostic laboratories across the state, and performs meat and poultry inspection at slaughtering and processing plants to protect animal and human health.

-CONSUMER STANDARDS PROGRAM--inspection and analytical programs: to insure correct representation of all products' weight, measure, or length; to insure correct representation of the quality of gas and oil products.

-FOOD AND DRUG PROTECTION--insures consumers that supply of food, drugs, cosmetics, feeds and pet foods is wholesome, unadulterated, and properly labeled through inspection and analytical programs.

- PEST CONTROL PROGRAM--protects the public and provides a safer environment: by regulating the structural pest industry (exterminators, etc.); by regulating pesticides and their use, sale and disposal; and by protecting beneficial plants and insects (such as the honey bee).
- SEED AND FERTILIZER PROGRAM-- provides inspection and testing activities to insure high quality and accurately labeled seed and fertilizer products.

AGRICULTURAL SERVICES

- AGRONOMIC SERVICES--provides three main services: 1) testing of soil samples to determine presence of nutrients (free); 2) testing of soil samples to determine extent of nematode infestation (\$1.00); analysis of plant tissues to determine nutrient deficiencies (\$3.00).
 - CROP STATISTICS--provides N. C. Farmers and agricultural leaders with accurate information for planning production and marketing activities.
 - FOOD DISTRIBUTION--provides foods for school lunches and institutional feeding programs.
 - MARKETING PROGRAM--provides marketing advice to producers, processors, and handlers; grading services for fruits and vegetables, peanuts, livestock, red meats, poultry and eggs, and grain; regulatory services such as egg inspection.
 - RESEARCH STATIONS--joint endeavor by NCDA, USDA, NCSU, to provide agricultural research at 15 stations across state.
 - STATE FARM OPERATIONS--directs production on ten state-owned (institutional) farms.
 - MUSEUM OF NATURAL HISTORY--provides collections and exhibits of natural resources, as well as scientific information and educational services.
 - WAREHOUSE SYSTEM--seeks to expand warehouse facilities and provide state supervised bonded storage with negotiable warehouse receipts that can be used as collateral for loans.
- The Department maintains a wide range of publications on agricultural subjects. Many of these publications are acquired from other agencies and made available to the public by the Department. Publications include topics such as soil sampling, animal and plant diseases, crop and livestock statistics, food complaints, field crops, horticultural crops, livestock, poultry, market reports, the Natural History Museum, the State Fair, plant pests, insects, and the Research Stations. The Office of Public Affairs is responsible for publishing a semi-monthly paper called the Agricultural Review, a bulletin series on fertilizers, feeds, tobacco and pesticides, and general information concerning the Department of Agriculture. Most publications are available to the general public; a few of the more scientific ones are limited. All publications are free except for those sold in the Museum of Natural History (prices range from 10¢ to \$17.95). They are revised as needed.

ALCOHOLIC BEVERAGE CONTROL BOARD, Department of Commerce

--Contact: E. Wiley Ruth, Administrator: 829-3051.

--Control sales and consumption of alcoholic beverages through inspection and investigation.

--The Board makes copies of G. S. 18A and related regulations available to the general public. Prices range from \$1.00 to \$2.50. Price list available.

APPRENTICESHIP TRAINING DIVISION, Department of Labor

--See: LABOR, THE NORTH CAROLINA DEPARTMENT OF

ARCHITECTURE, NORTH CAROLINA BOARD OF

3900 Merton Drive, Room 205

Raleigh, North Carolina 27609

Telephone: 782-3959

ARCHIVES AND HISTORY, DIVISION OF, Department of Cultural Resources

--Contact: Dr. William S. Price, Jr., Assistant Director (General Programs): 829-7305.

--The Division of Archives and History is made up of the following eight sections:

- ARCHAEOLOGY Section conducts a statewide archaeology program to examine, identify, plan for conservation, and guide the conservation of archaeological sites and resources.
- ARCHIVES AND RECORDS Section conducts statewide archival and records management programs. Preserves official records of state, counties, municipalities, and other records of historical significance, including private manuscripts.
- HISTORIC PRESERVATION Section conducts a statewide program to examine, identify, plan for preservation, and guide the preservation of historic sites and structures not owned by the state. Prepares nominations to National Register of Historic Places and operates Highway Historical Marker program.
- HISTORIC SITES Section conducts program to plan, develop, interpret, operate, and maintain a system of state-owned historic sites.
- HISTORICAL PUBLICATIONS Section publishes documentary volumes, pamphlets, leaflets, maps, charts, the North Carolina Historical Review (quarterly), and the Carolina Comments (bimonthly).

- MUSEUM OF HISTORY Section administers the NC Museum of History, prepares and installs exhibits and displays on NC history, operates a photographic and audiovisual service (including slide programs for loan), operates the Mobile Museum of History and coordinates the Tar Heel Junior Historian Association program.
 - STATE CAPITOL/VISITOR SERVICES Section administers the State Capitol Building as a focal interpretive center for the history of the General Assembly and of North Carolina state government. Operates the State Capitol Visitor Center to provide services, orientation, and historical interpretation for visitors to the capital complex in Raleigh.
 - TRYON PALACE Section administers and maintains the Tryon Palace Complex in New Bern in cooperation with the Tryon Palace Commission.
- The division offers over 200 publications to the general public in the form of pamphlets, periodicals, documentary volumes, informational brochures, "how to" manuals, and maps. A price list is available. Publications are revised as changes in procedures or facts warrant.

ARTS, DIVISION OF THE, Department of Cultural Resources

--Contact: Edgar Marston, Director: 829-2618.

- The Division of the Arts is made up of the following four sections:
- NORTH CAROLINA ARTS COUNCIL Section provides consultation to community-level organizations in cultivating arts programs; conducts Artists-in-Schools programs; and awards grants to community arts related organizations.
 - NORTH CAROLINA MUSEUM OF ART Section provides educational programs within and without the Museum on the nature of the collections and its history; exhibits art-oriented artifacts; maintains the Mary Duke Biddle Gallery (for the blind); issues publications in connection with the collections and special exhibits.
 - NORTH CAROLINA SYMPHONY Section provides administrative support to the Symphony and Symphony Society.
 - THEATRE ARTS Section awards grants to NC professional theatre companies, provides consultative services to professional theatre companies, and is developing a statewide plan for professional theatre.
- The division makes the following publications available to the general public free of charge: NC Museum of Art--Calendar, Bulletin, exhibition catalogs, Museum Services Handbook Mary Duke Biddle Gallery for the Blind Booklet, and brochures on collections; NC Arts Council--newsletter and biennium report; NC Symphony--newsletter, brochures, and a booklet Tips to Teachers & Symphony Stories (the latter is for schools and costs 30¢). Publications revised monthly, quarterly and biennially.

AUCTIONEERS, STATE BOARD OF
5521 Belhaven Boulevard
Charlotte, North Carolina 28214

AUDITOR, DEPARTMENT OF THE STATE
Administration Building
116 West Jones Street
Raleigh, North Carolina 27603
Telephone: 829-3217

--Contact: Lee Bowman, Deputy State Auditor: 829-3217.

--The responsibilities of the Department can be divided into two major areas: Auditing and Accounting Systems. The Auditing Section conducts annually a thorough financial audit of every State agency, institution and department. The Section also conducts special investigations or surveys when deemed necessary by the State Auditor or at the request of the Governor, General Assembly or the Advisory Budget Commission. It also conducts performance audits on the activities of the State. The Accounting Systems section evaluates the adequacy of the accounting systems being used by State agencies; updates and installs a new accounting systems wherever needed; reviews all proposed changes by an institution in their accounting system; approves the acquisition or rental of accounting machines; and works to develop and install a Departmental Accounting System in all agencies.

BANKING COMMISSION, Department of Commerce

--Contact: John R. Tropman, Commissioner of Banks: 829-3240.

--Conservation of banking assets, maintenance of public confidence, protection of depositors, creditors, shareholders and borrowers, preservation of banking systems, serve economic needs and promote economic growth.

--The Commission has annual composite figures of state-chartered banks and licensees under N. C. Consumer Finance Act available to the general public. Copies are \$1.00 each.

BARBER EXAMINERS, STATE BOARD OF
Raleigh Building, Room 409
5 West Hargett Street
Raleigh, North Carolina 27601
Telephone: 832-0561

BICYCLE PROGRAM, Department of Transportation and Highway Safety

--Contact: Curtis B. Yates, Bicycle Coordinator: 829-2804.

- Provides technical assistance to local areas in bicycle safety programming and bikeway planning; offers information to the public in the areas of bicycle safety and bicycle touring; develops policies, standards and procedures for all aspects of bicycle programming; serves as liaison with Bicycle Organizations and the Federal Government; gives Bicycle and Bikeway Program presentations to local agencies, civic organizations, Bike Clubs, etc.; and serves as staff to the State Bicycle Advisory Committee which advises the Department of Transportation and Highway Safety of cyclists' needs and other pressing issues concerning bicycling.
- The Program has the following publications available to the public free of charge: "Bike Info"-newsletter; "where to Bicycle in North Carolina"-maps of bicycling highways; N. C. Bicycle Facility and Program Handbook-guidebook to local bicycle programming; bicycle safety pamphlets, material, and data; bicycle planning and programming data and material; Annual Report of the State Bicycle Advisory Committee-History, work, recommendations; technical reports and papers.

BLIND, DIVISION OF SERVICES FOR THE, Department of Human Resources

--Contact: Dr. William B. Waters, Director: 829-4231.

- Works to prevent and treat eye disorders which cause blindness and help blind and visually impaired people develop maximum individual capabilities for self and society. Helps medically indigent regardless of age, considers special needs of those of wage-earning age. Offers financial assistance for eligible blind people and their families.

BOILER INSPECTION DIVISION, Department of Labor

--See: LABOR, THE NORTH CAROLINA DEPARTMENT OF

BURIAL COMMISSION, Department of Commerce

--Contact: P. B. Wood, Jr., Administrator: 829-3403.

- Supervises all mutual burial associations in North Carolina, license and audit burial associations to keep from unlawful practice.
- The division makes N. C. Laws Governing Burial Associations available to the general public free of charge. Revisions are made at least every two years or when statutes are changed by the Legislature.

CEMETERY COMMISSION, Department of Commerce

--Contact: Beverly Sparks: 829-4915.

--To regulate and supervise the activities of all cemetery companies, cemetery sales and/or management organizations, cemetery brokers and persons selling pre-need cemetery property and merchandise that come under the jurisdiction of the North Carolina Cemetery Commission.

--The Commission has copies of the North Carolina Laws Governing Perpetual Care Cemeteries available to the general public. Copies are free but the right to charge a fee for printing and mailing is reserved. Revisions made as legislative action necessitates.

CERTIFIED PUBLIC ACCOUNTANTS, STATE BOARD

P. O. Box 2248

209 Lennox Building

Chapel Hill, North Carolina 27514

Telephone: 968-4449

CHILD DAY CARE LICENSING, OFFICE OF, Department of Administration

--Contact: Sue Thomas, Secretary: 829-4801.

--The division works to protect children in Child Day Care facilities, to develop policy and procedure, and to register children. Offers educational material and consultation to Day Care Centers.

--The division has the following two publications available to the general public: A Manual of Licensing Procedures and Operating Standards, and AA Day Care-A Guide for Planning. These publications are for sale (\$2.50 and \$3.00) and are revised every four years.

CHIROPRACTIC EXAMINERS, STATE BOARD OF

P. O. Box 361

Mocksville, North Carolina 27028

Telephone: (704) 634-2512

CITIZEN PARTICIPATION, OFFICE OF, Department of Administration

--Contact: Michael S. Robison, Executive Director: 829-2575.

--Acts as a clearinghouse for information concerning volunteerism and volunteer activities, helps in creating curriculum relevant to

volunteerism in local educational institutions, serves as liaison with national and state groups active in volunteerism, assists state agencies with their existing volunteer programs and helps establish new ones, works on legislative issues that affect volunteers locally and nationally.

- The division makes a brochure on the office's functions and a newsletter (every 6-8 weeks) available to the general public free of charge.

CIVIL PREPAREDNESS, DIVISION OF, Department of Military and Veterans Affairs
 --Contact: James M. Wiggins, Administrative Assistant: 829-3867.

- With the development of plans, assistance in obtaining funds and equipment, the training of personnel and the coordination of emergency services, Civil Preparedness insures that the State and local governments can effectively continue operations to protect life and property and minimize or remedy situations caused by enemy attack, hostile actions or other disasters due to natural/man-made causes.
- Publications from the Federal Defense Civil Preparedness Agency, the Federal Disaster Assistance Administration, the National Oceanic and Atmospheric Administration, the Federal Preparedness Agency and the North Carolina Division of Civil Preparedness are available to county and city officials free of charge. Publications revised on an "as needed" basis.

COMMERCE, THE NORTH CAROLINA DEPARTMENT OF
 417 North Boylan Avenue
 Raleigh, North Carolina 27611
 Telephone: 829-4962

COMMUNICATIONS, OFFICE OF, Department of Labor
 --See: LABOR, THE NORTH CAROLINA DEPARTMENT OF

COMMUNITY ASSISTANCE, DIVISION OF, Department of Natural and Economic Resources
 --Contact: Chris Cox, Librarian: 829-2850.

- Provides planning and management services to urban and rural governmental units throughout the State. Technical services include mapping;

studies of land use, population, economy; development plans, annexation studies; capitol improvement programs; zoning ordinances, subdivision regulations; and central business district plans.

- Reports in the areas of Land Use, Housing, and Management are made available to the general public. Price list available. Price range: \$1.00-\$5.00. List of available reports prepared annually.

COMMUNITY COLLEGES, THE DEPARTMENT OF, Department of Public Instruction

--Contact: Robert G. Smith, Assistant to State President: 829-7051.

- The Department of Community Colleges provides state-level leadership in planning educational programs for the technical institutes and community colleges. All of the institutions in the community college system offer vocational and technical courses, general adult and extension courses and special extension courses such as law enforcement and fire service training. The community colleges in addition offer the college transfer and general education for freshmen and sophomores. The Department also provides state-level leadership in planning for construction, recommending and implementing policies, in long range planning, in purchasing equipment and library books and provides guidance in student personnel services and in preparation of instrumental material.

- The Department has the following six publications available to the general public free of charge: 1) copies of the N. C. law governing communities colleges; 2) Educational Guide, a composite listing of program and course offerings and other information, revised every two years; 3) Biennial Report, report of growth of enrollments, programs and budgets since 1963; 4) Trustee Responsibilities for Community Colleges and Technical Institutes, a manual to assist trustees in discharge of their duties, revised as needed; 5) The N. C. Community College System, brochure for prospective employees in the institutions, revised as needed, and 6) Your Community Colleges and Technical Institutes--How They Work, a brochure designed to answer the most often raised questions about the operation of the system.

COMPANIES OPERATIONS DIVISION--Department of Insurance

--Contact: George E. King, Deputy Commissioner and Chief Examiner: 829-5631.

- Supervises all domestic and foreign (out of state based) insurance organizations doing business in North Carolina. Includes licensing, mergers, liquidations, collection of taxes, audit of annual and interim annual statements and examination of reports, examination and audit through NAIC Zone System of all licensed insurance organizations,

evaluation of securities, and rendering of policyholders service and participation in NAIC Uniform Policymaking.

- The Division provides printed statistical data relative to premiums and losses written and incurred by companies licensed in this state and printed statistical data relative to premiums written and losses incurred by lines of businesses to the general public free of charge. The Division also provides a booklet listing all licensed insurance companies, underwriting agencies, rating bureaus, bail bondsmen, collection agencies, motor clubs, premium finance companies and non-resident brokers.

COMPANY ADMISSIONS DIVISION, Department of Insurance

- Contact: Kathy Howard, Secretary to Deputy Commissioner B. E. "Buck" Lattimore: 829-7343.

- Supervises the application and licensing of insurance companies seeking to do business in North Carolina as well as the formation of new insurance companies.

- The Division has two publications available to any insurance company that requests them free of charge. They are: Proposed Application for Admission to North Carolina (which outlines the procedures and general statutory requirements of the North Carolina Department of Insurance with regard to the application of a foreign insurer to do business in the State of North Carolina); and Information Sheet: Requirements for Admission of a Foreign Insurance Company to Do Business in North Carolina.

CONCILIATION AND ARBITRATION DIVISION, Department of Labor

- See: LABOR, THE NORTH CAROLINA DEPARTMENT OF

CONSUMER INSURANCE INFORMATION DIVISION--Department of Insurance

- Contact: W. Kenneth Brown, Deputy Commissioner: 829-2030.

- Receives all inquires and complaints concerning all forms of insurance from the public, responding by furnishing proper information and taking appropriate action where necessary to resolve specific problems.

- Pamphlets describing the structure, functions and services of the Division and the Department are made available to the General Public free of charge.

CONTRACTORS, NORTH CAROLINA LICENSING BOARD FOR
P. O. Box 446
BB & T Building, Room 508
Fayetteville Street
Raleigh, North Carolina 27605
Telephone: 832-1577

CORPORATION DIVISION--Office of the Secretary of State

--Contact: staff: 829-4201

--Responsible for the examination and filing of documents relating to foreign and domestic business and nonprofit corporations, cooperative associations, banks, insurance companies, housing authority and redevelopment commissions.

--Makes reprints of NC Corporation Laws and suggested forms for most documents filed by the division available to the general public at no charge.

CORRECTION, DEPARTMENT OF
840 West Morgan Street
Raleigh, North Carolina
Telephone: 829-4926

--Contact: Charlotte A. Short, Personnel Officer: 829-2557.

--The Department maintains institutional security and administers a variety of social, educational, and vocational rehabilitative programs for all inmates, probationers, and parolees placed into the correction system by the courts. The Department is made up of two divisions: the Division of Prisons and the Division of Adult Probation and Parole.

--Subject matter covered by publications of the Department of Correction include: general information on the two divisions of the department; statistical information regarding admissions, general population, and separations within the prison system; Division of Prisons programs; health services in the correctional system; Central Prison; and the North Carolina Correctional Center for Women. These publications are available to the general public and are free of charge.

COSMETIC ART, STATE BOARD OF
P. O. Box 1108
113 West Hargett Street
Raleigh, North Carolina 27602
Telephone: 832-1732

COUNCIL ON DEVELOPMENTAL DISABILITIES, OFFICE FOR CHILDREN, Department of Human Resources

--Contact: Danny L. Graves, Director: 829-4830.

--The Council has a mandate to plan on behalf of persons having mental retardation, cerebral palsy, epilepsy and autism. This group provides public information; recommends new laws and programs to the Department of Human Resources, the Legislature and the Governor; and prepares the DDSA State Plan.

--Printed materials made available to the general public by the Council include public information materials, research documents and reports, directories, studies, and State Plans. These publications are free of charge and usually revised on an annual basis.

COURT OF APPEALS

--Contact: Francis E. Dail, Clerk, Court of Appeals: 829-3561.

--The Court of Appeals exercises general appellate jurisdiction for the purpose of reviewing, upon appeal or in response to a prerogative writ, all questions of law and legal procedure in trials or proceedings conducted in the Superior Courts, the District Courts, the Utilities Commission, the Industrial Commission, and by the Commissioner of Insurance. The judges of the Court of Appeals have authority to issue the prerogative writs; i. e., habeas corpus, certiorari, mandamus, and prohibition.

--Such subject matter as may be encompassed in the appeals to this Court from the trial courts in both civil and criminal cases is covered by printed materials of the court, i. e., the Constitution, the common law, the statutory law, and the rules of trial and appellate procedure. Volumes are for sale to the general public at \$7.00 each. Price list is available and there is a continuous publication of additional volumes.

CREATIVE SERVICES, Department of Administration

--Contact: Lucy Vance, Public Information Assistant: 829-4391/829-4389.

--Creative Services writes, designs, and prepares for printing brochures, posters, and handbooks to inform State employees of programs, services, rules, and regulations implemented by the Department of Administration which effect employees. Creative Services also prepares brochures and news releases to inform the public of the department's programs and services.

--Publications are distributed by other agencies.

CREDIT UNION DIVISION, Department of Commerce

--Contact: Carl B. Martin, Deputy Administrator: 829-7501.

--Annual examination of each credit union, administers laws and regulations governing state credit unions, charters, examines and supervises state chartered credit unions.

--The division provides a limited number of copies of North Carolina Credit Union Laws to the general public free of charge. Revisions made as necessitated by Legislative action.

CULTURAL RESOURCES, DEPARTMENT OF

Archives and History-State Library Building
109 East Jones Street
Raleigh, North Carolina 27611
Telephone: 829-4867

DENTAL EXAMINERS, STATE BOARD OF

P. O. Box 12546
615 Oberlin Road
Raleigh, North Carolina 27605
Telephone: 833-1110

DISABILITY DETERMINATION SECTION--Department of Human Resources

--Contact: Edwin J. Hamlin, Chief, Disability Determination Section:
829-7611.

--The Disability Determination Section, by agreement between the HEW Secretary and the State, is responsible for obtaining objective medical evidence and determining under applicable laws and regulations if applicants are disabled and therefore entitled to benefits under Title II and Title XVI of the Social Security Act, the State's Medical Assistance Program and the State Retirement Program.

Commissioner

DRUG AUTHORITY, NORTH CAROLINA, Department of Administration

--Contact: Vickie Pittman, Secretary: 829-4555.

--Coordinates drug education, control, treatment, and rehabilitation; reviews requests for Federal funding; public information, seminars, and drug treatment and education programs offered.

- The division has a Directory of Drug Programs (treatment and education) available to the general public. It also makes copies of Drug laws available to the Criminal Justice System. Both publications are free and revised every two years.

EARTH RESOURCES, DIVISION OF, Department of Natural and Economic Resources

--Contact: Eldon P. Allen, Assistant State Geologist: 829-3833.

- The Earth Resources Division gathers, evaluates and distributes timely information on the topography, geology and mineral resources in the state and promotes their wise conservation and use by industry, commerce, agriculture and government agencies for the general welfare of the citizens of North Carolina. Also geodetic information is provided to surveyors and engineers and administrative services are provided for 88 soil and water conservation districts.
- The principal subjects covered by the materials published by the Division are topography, geology, mineral resources and mining, along with specialized information on geodetic surveys, land quality and soil and water conservation. These publications are available to the general public. Most are for sale and a price list is available.

ECONOMIC DEVELOPMENT, DIVISION OF, Department of Natural and Economic Resources

--Contact: Pamela M. Cooper, Data Systems/Publications Specialist: 829-7651.

- The Division of Economic Development consists of six programs: travel development; economic development; international development; minority business development; science and technology development; and economic planning and research. Each section serves a particular group including the traveler, the industrial investor, the foreign businessman; the minority businessman; groups involved in economic management; and science oriented industry.
- Each section of the division requires unique literature. Subject areas covered by the publications of this division are: travel literature; newsletters relating travel, economic development and scientific news; pure and applied research studies; directories of manufacturers, minority businesses, and world trade; data related to taxes, legal aspects of business, manpower, and general economic data; and posters depicting travel scenes and fish species. Travel materials are available to the general public with the exception of school children. Other publications are limited to industrial prospects and businessmen. Some of the publications are free; travel posters are 50¢ each and directories are \$5-\$20. A price list is available. Publications revised annually and/or biennially.

ELECTIONS, NORTH CAROLINA BOARD OF

--Contact: Ms. Lucille F. Suiter, Administrative Secretary: 829-7173.

--The State Board of Elections prepares and distributes ballots to local boards; educates local officials on elections rules and procedures; receives and investigates reports of illegalities such as election law violation and fraud.

--The Board makes election results (after each election), registration statistics (before each election), and sample ballots for each statewide election available to the general public free of charge.

ELECTRICAL CONTRACTORS, STATE BOARD OF EXAMINERS OF

P. O. Box 18727
1201 Front Street, Suite 212
Raleigh, North Carolina 27609
Telephone: 834-0721

ELEVATOR INSPECTION DIVISION, Department of Labor

--See: LABOR, THE NORTH CAROLINA DEPARTMENT OF

EMBALMERS AND FUNERAL DIRECTORS, STATE BOARD OF

No. 5 Koger Executive Center, Room 212
Raleigh, North Carolina 27612
Telephone: 828-2501

EMPLOYEES' RETIREMENT AND BENEFITS DIVISION, Department of the State Treasurer

--See: TREASURER, DEPARTMENT OF THE STATE

EMPLOYMENT SECURITY COMMISSION--Department of Commerce

--Contact: Ted Davis, Director of Public Information: 829-4329.

--The Employment Security Commission administers federal and state laws pertaining to the unemployment insurance program and the public employment service. The Commission pays unemployment insurance benefits to eligible unemployed workers. It also provides tax-supported job placement for individuals seeking jobs.

- A variety of statistical and public informational data is made available to the general public free of charge by the Employment Security Commission. Publications revised weekly, monthly, annually, or biennially.

EMPLOYMENT AND TRAINING, OFFICE OF, Department of Administration

--Contact: Robert S. Griffith, Public Information Director: 829-7026.

- The office is the support staff and administrative arm for both the North Carolina Manpower Services Council and the Balance of State Planning Council. OET in coordination with the two councils, administers the Comprehensive Employment and Training Act (CETA) for the 87 counties in North Carolina not dealing directly with the U. S. Department of Labor for the CETA Grants. The NC Manpower Services Council is responsible for providing a coordinated approach to manpower programs throughout the State. The Balance of State Planning Council in coordination with OET compiles a Balance of State Comprehensive Manpower Plan. The Planning Council also assists the Services Council in monitoring manpower programs and makes recommendations to OET.
- OET Publishes a monthly newsletter called the "OET SERVICES REVIEW". The newsletter contains news and up-to-date information relative to CETA. Other informational material is duplicated and distributed as needed. In addition, various U. S. Department of Labor publications are distributed by OET. OET also publishes a Bulletin for CETA contracts containing technical information and data.

ENERGY DIVISION, Department of Military and Veterans Affairs

--Contact: Paul L. Hitchcock, Director: 829-2230.

- The division acts as the central point in State Government for operation and planning aspects of energy management, except where otherwise provided by law. An organization is maintained with the capability to expand as required when critical energy resource shortages threaten the State. In such a situation, critical energy information is coordinated between federal, state and local governments, and in turn disseminated to private citizens and the business sector. Informational services of the division include providing formal energy presentations when requested by various civic, consumer and local governing groups. The division serves as staff support for the North Carolina Energy Policy Council which provides advice and make recommendations to the Governor and the General Assembly on energy policy and management. It also carries out an Energy Conservation Program for North Carolina.

- Subject areas covered by publications of this division include: Energy Consumption in North Carolina, Petroleum Distribution, Projected Fuel Requirements for North Carolina, North Carolina: The Natural Gas Problem, North Carolina's Energy Outlook, etc. Publications are oriented to energy related readers and researchers but can generally be had by the public. They are free of charge and are revised on an annual basis or as required.

ENGINEERING AND BUILDING CODE DIVISION, Department of Insurance

--Contact: Kern E. Church, Deputy Commissioner: 829-3901.

- Administers state building codes pertaining to plumbing, electrical systems, general building restrictions and regulations, heating and air conditioning, fire protection and the construction of buildings generally in cooperation with local officials and local inspectors. Staff for the State Building Code Council, cooperates with other State agencies in the licensing of schools, hospitals, nursing homes and day care facilities in the implementation of requirements for health and safety, and supervises the inspection of manufacturers of mobile homes and manufactured buildings to see that the manufacturers are complying with State codes.
- Building Construction standards in the areas of structure, plumbing, mechanics, electricity, and fire safety are covered in printed materials made available to the general public. Prices range from 50¢ to \$5.00. Revisions are made approximately every eight years with annual supplements also available.

ENGINEERS AND LAND SURVEYORS, STATE BOARD OF PROFESSIONAL

1307 Glenwood Avenue, Suite 152

Raleigh, North Carolina 27605

Telephone: 833-0416

ENVIRONMENTAL MANAGEMENT, DIVISION OF, Department of Natural and Economic Resources

--Contact: W. E. Knight, Division Director: 829-4740.

- The Division is responsible for the protection and management of the water and air resources of the State. It provides technical services in all program areas. The Environmental Management Program classifies streams; establishes and enforces air and water quality standards, pollution abatement and quality controls; assists local governments in designing and building wastewater treatment facilities; conducts ground water exploration and development; promotes water resource planning; supports, coordinates, and sometimes supervises federal and local water resources programs and projects.

- The Division produces reports relating to water and air quality across the State including ground and surface water supply data. Produces comprehensive river basin studies for water quality and water resources development. These reports are available to the general public usually at not charge.

FACILITY SERVICES, DIVISION OF, Department of Human Resources

--Contact: Margaret Woodcock, Special Assistant: 829-2342.

- The division is made up of the following four sections:
 - The LICENSURE AND CERTIFICATION Section licenses health and social service institutions, radiation facilities and soliciting organizations; certifies health facilities for participation in Medicare and Medicaid; inspects local confinement facilities; and has direct jurisdiction over the possession, transfer, disposal and use of ionizing radiation sources.
 - THE CONSTRUCTION Section assures North Carolinians that health and social service facilities are safe and functional.
 - The OFFICE OF EMERGENCY MEDICAL SERVICES has established and maintains programs for the improvement and upgrading of pre-hospital and in-hospital emergency medical care throughout the state.
 - The OFFICE OF RURAL HEALTH SERVICES is an administrative and legislative effort to provide available and accessible everyday medical care to North Carolina's rural citizens. This goal is accomplished through the establishment of rural health centers in medically deprived areas and through a statewide physician recruitment program and a student loan program.
- Subject matter covered by printed materials of the division include: licensing rules and regulations for various facilities and for emergency vehicles and personnel, suggested guidelines for developing health facilities and health delivery systems, plans for statewide medical facility development, brochures describing rural health centers, listings of licensed facilities and ambulance providers, dial codes for emergency communications equipment. These publications are intended for limited clientele such as emergency medical technicians or hospital administration but are available to the public on request. They are usually free; others range in price from 50¢ to \$5.00.

FIRE AND CASUALTY DIVISION--Department of Insurance

--Contact: R. E. Holcombe, Fire and Casualty Actuary: 829-3368.

- Reviews, examines and recommends rates, policy forms and rules for fidelity and surety bonds, fire and allied lines, automobile, inland marine, workmen's compensation, aviation, burglary and theft, general liability, glass, boiler and machinery and title. Analyzes rate proposals of fire and casualty companies.

FIRE AND RESCUE TRAINING DIVISION--Department of Insurance
 --Contact: Staff: 829-2142.

--Administers the Fireman's Relief Fund; trains existing fire departments and rescue squads; organizes new fire departments and rescue squads; Farm and Home Administration Loan Program; NC Fire Insurance Rating Bureau; aids NC Fireman's Association and NC Association of Rescue Squads in improving fire and rescue protection procedures throughout the state. Certifies fire departments for the Firemen's Pension Fund and the \$25,000 In Line of Duty Death Benefit.

FIREMEN'S PENSION FUND, Department of the State Auditor

--Contact: Clara S. Pittman, Office Manager: 829-3275.

--This fund provides monthly pension to firemen who have chosen to join the Pension Fund. The fund's day-to-day operation is a responsibility of the State Auditor.

--The division has copies of the statute creating the N. C. Firemen's Fund and The Firemen's Handbook on Firemen's Pension Fund. Distribution is generally limited to participants in the N. C. fire service. Publications are free of charge and revisions are made as dictated by rules changes.

FOREST RESOURCES, DIVISION OF--Department of Natural and Economic Resources

--Contact: Staff Duty Forester: 829-4141.

If not available, ask for T. R. (Tom) Hegele, Fire Prevention

--Provides forest management assistance to private woodland owners (245,000 of them in the state), reforestation services (site preparation and planting), and timber stand improvement work.

--Subject matter covered by printed materials made available to the public by this division include: Forest Management, Insect and Disease Control, Reforestation, Wood Utilization, Tree Identification, Fire Prevention and Fire Control, General Forestry Education and Information, and several other areas. Publications are available to the general public, although some are intended for specific audiences. All are free except for "Common Forest Trees of North Carolina." Revisions made on the average of once every two to three years.

GOVERNOR'S ADVOCACY COUNCIL ON CHILDREN AND YOUTH, OFFICE FOR CHILDREN,
Department of Human Resources

--Contact: Judi C. Gardner, Assistant Director: 829-3111.

- It is the ongoing responsibility and objective to act as an advocate for all children and youth within state and local governments and private agencies serving and advocating for children and youth, as well as to provide assistance in the development of child advocacy systems. This objective is mandated in Chapter 110 of the N. C. General Statutes. Provides assistance in the coordination of services to children and youth at the state, regional, and county levels. Provides assistance to consumer and special interest groups in resolving problems, issues and concerns identified by the organizations relative to programs and services for children and youth within the public system. Provides assistance to children, their parents/guardians and/or professionals working on their behalf in obtaining the help and services appropriate with the Child's needs. Provides assistance in the development and coordination of local child advocacy systems within counties and communities in North Carolina.

GOVERNOR'S COUNCIL ON EMPLOYMENT OF THE HANDICAPPED--Department of Human Resources

--Contact: Mrs. Delores H. Cash, Administrative Secretary: 829-3737.

- Initiates and implements programs to promote the education, rehabilitation and employment of the physically, mentally, emotionally and otherwise handicapped North Carolina citizens.
- The Council makes available to the general public the following items free of charge: Addendum to the North Carolina Building Code (re: handicapped section) and copies of pertinent State and National Legislation. It also provides program material such as exhibits, handouts, and film to local Committees for the handicapped.

GOVERNOR'S HIGHWAY SAFETY PROGRAM, SAFETY DIVISION, Department of Transportation and Highway Safety

--Contact: Ms. Mary Lee Andrews, Administrative Assistant, GHSP: 829-3083.

- The Governor's Highway Safety Program operates under the provisions of G. S. 147-12(10) which grants the Governor the power to contract with the U. S. Government to enable the State to receive benefits under the Highway Safety Act of 1966. Through grants from the federal government, the GHSP provides funding to state and community governmental units to promote highway safety activities consistent with the State's Comprehensive Highway Safety Plan. Projects involving federal funds address one of 18 Federal Highway Safety Standards.

--The division has two publications through this program. Summary of Activities is an annual document published in August of each year which briefly describes the funding (grant) activities in which the GHSP has participated in the fiscal year immediately past. This publication is available free of charge to the general public. Highway Safety Program Standards synthesizes the current eighteen highway safety standards-as promulgated by Congress-which identify minimum criteria to be considered by each State in the development and implementation of a statewide highway safety program. These publications are available to those having a specific interest or responsibility in one or more standards free of charge.

GOVERNOR'S OFFICE, THE

--Contact: Jack Childs, News Secretary: 829-2737.

- The Governor has the following duties and responsibilities according to the Constitution of North Carolina:
- 1) To give information to the General Assembly on the affairs of the State and to recommend measures for their consideration;
 - 2) To prepare and recommend to the General Assembly a budget of the revenues and expenditures of the State. Once the budget is adopted by the Legislature, the Governor serves as administrator;
 - 3) To see that the laws are faithfully executed;
 - 4) To serve as Commander-in-Chief of the military forces of the State except when they are called into service of the United States.
 - 5) The Governor may grant reprieves, commutation, and pardons to persons convicted of all crimes except impeachment. This is subject to lawful regulations relating to the manner for applying for pardons.
 - 6) The Governor convenes special sessions of the General Assembly.
 - 7) The Governor makes about 2,200 appointments to various State offices during the four-year term.
 - 8) He may require information from the head of any administrative department or agency.
 - 9) The Governor may make changes in the allocation of offices and agencies and their functions within State government.
 - 10) In addition, the Governor is called on to give many speeches, to attend Governor's Conferences, and to represent the State at various functions.
- Printed materials available to the general public and originating in the Governor's Office are: copies of speeches by the Governor; Governor's Legislative and Budget message; Inaugural Ceremonies Program and Speech; News Releases; NC Ombudsman, "The Peoples Man in Raleigh;" NC People Speak; the NC Report of the Peoples Man. Each of these publications is available through the Governor's Press Office and are free of charge.

GOVERNOR'S OMBUDSMAN

--Contact: Fred M. Gallagher, Governor's Ombudsman: 829-5925.
Toll free Telephone: 1-800-662-7952.

- The "people's man" receives requests for assistance and complaints from citizens about illegal, unfair, or unreasonable acts by officials or employees of the executive agencies of State Government. These requests are investigated with the help of a contact in each department and appropriate action is recommended based upon the findings of the investigation. The "People's Program" includes People's Days and Tours, and the office of the People's Man which has a special Hotline.
- Materials available to the general public from the Ombudsman's Office include the Annual Report of the People's Man and pamphlets describing the services offered by the Ombudsman and his office. The publications are free.

HEALTH SERVICES, DIVISION OF, Department of Human Resources

--Contact: Anne Berry, Secretary, Health Education Office: 829-3031.

- Public health personnel work to help bring about the objective of optimum health to every citizen of the state.
- The Division makes materials available to the general public free of charge covering prevention and maintenance of health in such areas as Chronic Disease, Dental Health, Maternal and Child Health, Nutrition, Communicable Disease, Immunizaion, Veneral Disease, Family Planning, etc.

HEARING AID DEALERS AND FITTERS BOARD, NORTH CAROLINA

P. O. Box 1387
11716 West 5th Street Extension
Greenville, North Carolina 27834
Telephone: 758-4586

HIGHWAY PATROL, Department of Transportation and Highway Safety

--Contact: Captain D. R. Emory, Research and Planning: 829-7952.

- Provides rural traffic supervision including traffic direction and control, traffic law enforcement and traffic collision investigation; performs such additional duties as peace officers as may from time to time be directed by the Governor.

- Monthly and quarterly reports of Highway Patrol Activities are compiled by the Traffic Records Section containing accident and arrest statistics. These reports are generally of interest to a select clientele for analysis purposes, but may be obtained by the general public free of charge.

HIGHWAYS, DIVISION OF, Department of Transportation and Highway Safety

--Contact: State Highway Administrator: 829-7384.

- The Division is responsible for the maintenance and construction of the State Highway System roads and streets. The State Highway System consists of approximately 75,000 miles of Interstate, US, NC, and Secondary numbered highways. The Division is responsible for carrying out the maintenance and construction program as adopted by the Board of Transportation and Secondary Roads Council.
- Publications by the Division are of a technical nature and intended for a limited clientele. They are, however, a matter of public record and can be had by the general public upon request.

HOUSING FINANCE AGENCY, NORTH CAROLINA, Department of the State Treasurer

--See: TREASURER, DEPARTMENT OF THE STATE

HUMAN RELATIONS COUNCIL, Department of Administration

--Contact: Ronald K. Ingle, Director: 829-7996.

- Equipped to offer workshops and seminars of interest to all state departments as well as the citizens of North Carolina. Topics include healthy human relations, police-community relations, and affirmative action programs.
- The Council has the following two publications available to the general public free of charge: Annual Report-lists agency activities and accomplishments; Human Relations Directory-lists all local human relations groups, their members and those with paid staff for North Carolina.

HUMAN RESOURCES, DEPARTMENT OF

Albemarle Building
325 North Salisbury Street
Raleigh, North Carolina 27611
Telephone: 829-4534

INDIAN AFFAIRS, NORTH CAROLINA COMMISSION ON, Department of Administration

--Contact: Mr. A. Bruce Jones, Executive Director: 829-5998/829-5914.

- The Commission provides for job training and employment opportunities for economically disadvantaged, unemployed, and underemployed Indians through a Comprehensive Employment and Training Act (CETA) program. Its Talent Search program assists and qualifies young Indians in preparing for, selecting, and obtaining financial assistance from educational institutions. Through a Title XX program the Commission provides funds for day care, educational support service, preparation and delivery of meals, and chore and transportation services in several Indian communities. A Housing Rent Supplement Program is also provided.
- The Commission makes the following publications available to the general public free of charge: monthly newsletters covering Commission activities and programs, pamphlets covering the purpose and services of the N. C. Indian Commission, and annual reports which include a synopsis of Commission program activities. Publications are revised as is necessary.

INDUSTRIAL COMMISSION, Department of Commerce

--Contact: J. R. Mitchell, Secretary, or Mrs. Carolyn Chappell, Chief Claims: 829-3201.

- Administers the Workmen's Compensation Act, compensation benefits to be paid to workmen, accident victims and dependents, medical expense for treatment of injury (including rehabilitative services), relieve court delays and draws on charity, teaches employers accident prevention, hears and processes tort claims, administers death benefits.
- The division has an informational bulletin and forms for filing claims available free to injured employees. The publications are revised every six months to one year.

INSURANCE, DEPARTMENT OF

Wake County Courthouse
10th Floor
316 Fayetteville Street
Raleigh, North Carolina 27603
Telephone: 829-7343

INTERGOVERNMENTAL RELATIONS, OFFICE OF, Department of Administration

--Contact: D. Renee Goins, Staff Assistant to the Director: 829-2594.

--OIR is established to coordinate local, state and federal plans and programs by developing capabilities for the management and mobilization of federal resources to support state and local objectives.

--Subject matters covered by publications of this division include legislative and executive agency activities (i. e. rules, regulations, program funding application and awards activities) and other activities of an intergovernmental nature affecting N. C. State and Local governments. These publications are available to state and local governments and their public affiliates free of charge.

INVESTIGATIONS DIVISION--Department of Insurance

--Contact: W. G. O'Neal, Chief Investigator: 829-7434.

--Conducts criminal investigations dealing with embezzlement and insurance fraud as well as administrative investigations concerning possible improper actions by insurance companies, insurance agents, adjusters and brokers.

JUSTICE, THE NORTH CAROLINA DEPARTMENT OF

Justice Building

2 East Morgan Street

Raleigh, North Carolina 27602

Telephone: 829-3377

--Contact: Mike Carmichael, Public Information Officer: 829-3377.

--The Department offers services in the following seven areas:

-SPECIAL PROSECUTION-assists solicitors and DAs across the state in difficult prosecution that requires particular expertise.

-LEGISLATIVE AFFAIRS-assists in preparing bills to be presented by government officials of state, members of the General Assembly; serves as a clearinghouse for status of bill and codification of bills.

-LAND AND CONTRACTS-reviews and prepares all real estimates being bought by the state, reviews construction contracts entered into by state government, examines all real properties bought by any state agency.

-EDUCATION AND CONTRACTS-gives legal assistance and representation to the State Department of Public Instruction, State Board of Education and all institutions of higher learning and community colleges, technical institutes and industrial education centers, local school boards, and employees of elementary schools.

- STATE BOARDS AND AGENCIES-serves as legal advisor, handles criminal appeals in North Carolina courts, and federal courts, participates in prosecution or defense of all civil suits.
- LOCAL GOVERNMENT-assists a wide range of local governments and agencies with legal matters.
- CONSUMER PROTECTION-seeks to protect North Carolina consumers from unfair trade practices and North Carolina business from dishonest and unethical competition, receives complaints on business practices, investigates consumer fraud.

LABOR, THE NORTH CAROLINA DEPARTMENT OF

--Labor Building

4 West Edenton Street

Raleigh, North Carolina 27611

Telephone: 829-7166

--Contact: C. W. "Bill" Booher, Director of Communications: 829-4904.

- The Department of Labor is a regulatory agency which administers a variety of labor laws and programs to secure the "health, safety and general well-being" of North Carolina citizens. These laws and programs are administered through the work of ten divisions, as follows:
 - ADMINISTRATIVE SERVICES DIVISION-coordinates and performs all of the Department's budgetary, personnel and purchasing activities.
 - APPRENTICESHIP TRAINING DIVISION-coordinates, supervises and promotes an equitable, uniform program under which young people become skilled workmen through training opportunities provided by apprenticeship and on-the-job training programs operated by employers throughout the state.
 - BOILER INSPECTION DIVISION-enforces the N. C. Boiler and Pressure Vessel Act. It inspects uninsured boilers, records ownership and condition, reviews insurance company inspection reports, and is responsible for protecting employers, employees and the public from explosions.
 - OFFICE OF COMMUNICATIONS-informs the people about the Department's programs and services through a broad program of public information activities. It also edits and supervises all of the Department's publications and coordinates all duplication and printing.
 - CONCILIATION AND ARBITRATION DIVISION-adjusts differences between labor and management through mediation services and provides citizen arbitrators for disputes under the N. C. Voluntary Arbitration Act. It coordinates meetings between labor and management and conducts an educational program in conflict resolution.
 - ELEVATOR INSPECTION DIVISION-reviews specifications for new elevator installations, inspects existing installations, and enforces safety codes applying to elevators, escalators, passenger tramways, drumwaiters, and carnival amusement devices.

- MINE AND QUARRY INSPECTION DIVISION-inspects mines, quarries, and sand and gravel pits, and enforces the Mine Safety and Health Act of North Carolina.
- OCCUPATIONAL SAFETY AND HEALTH DIVISION-administers the OSHA Act of North Carolina, makes inspections, conducts programs providing safety and health education, consultation and engineering, and promotes and encourages a statewide program of voluntary compliance to provide safe and healthful places of employment.
- RESEARCH AND STATISTICS DIVISION-conducts a comprehensive statistical program which provides data on occupational injuries and illnesses in North Carolina. Collected through an annual survey of some 15,000 employers, these data are analyzed and published annually. The division also collects and publishes data on building in North Carolina cities.
- STATE INSPECTIONS AND SERVICES DIVISION-enforces the NC Labor laws relating to minimum wages, maximum hours, overtime pay, wage payment, child labor, and regulation of private employment agencies. The division also coordinates and promotes the Department's annual safety awards program.
- Subject matter covered by printed materials made available to the public by the Department of Labor includes: NC Labor Laws, Boiler Law, Mine and Quarry Law, Elevator Law, OSHA Law, OSHA Bulletin, OSHA industry guides on safety and health, OSHA pamphlets on various safety and health subjects, Apprenticeship brochures, miscellaneous pamphlets and leaflets, news and feature articles, annual reports, the OSHA annual report. Although most publications are designed for the groups affected by the subject matter, they may be had by anybody having a reasonable use or need for them. Most are free of charge. Publications revised as needed.

LANDSCAPE ARCHITECTS, NORTH CAROLINA BOARD OF
 600 Green Valley Road, Suite 303
 Greensboro, North Carolina 27408
 Telephone: 294-5436

LAW ENFORCEMENT OFFICER'S BENEFIT AND RETIREMENT FUND, Department of the State Auditor

- Contact: H. G. McFayden, Executive Secretary: 829-7641.
- This fund provides for qualified law enforcement officers employed by the state of North Carolina or any political subdivision thereof a benefit and retirement program. It is not mandatory that officers join the fund. The fund is a responsibility of the State Auditor.
- A handbook containing general information about the Fund is available to the general public free of charge. The handbook is revised biennially.

LAW EXAMINERS, NORTH CAROLINA BOARD OF
P. O. Box 25850
107 Fayetteville Street
Raleigh, North Carolina 27611
Telephone: 832-0518

LEGISLATIVE SERVICES OFFICE

--Contact: Legislative Librarian: 829-7778.

--The Legislative Services Office provides staff services to the General Assembly--administrative, research, fiscal research and legal services. It also provides to the general public hotline information as to the status of bills during sessions, and makes legislative reports available for examination by the public.

--The Office has the following publications available to the general public: text of bills introduced in the General Assembly, brochure on how the General Assembly functions, lists of members of the General Assembly, and printed session laws and journals. Session laws and journals sold, others are free. A price list is available from the Secretary of State. New publications are prepared each time the legislature meets. The brochure is revised as changes occur.

LICENSING DIVISION--Department of Insurance

--Contact: M. Eugene Allen, Deputy Commissioner: 829-4787.

--Regulates and annually licenses every agent, adjuster, broker and appraiser in North Carolina as well as nonresident brokers and nonresident life agents, reviews all applications for examinations, issues examination permits, administers agents' and adjusters' examinations, maintains a file on each licensed individual and each company's agents and representatives, distributes Department of Insurance approved study manuals and publications concerning NC insurance laws.

--The Division makes the following publications available to the public: The Insurance Laws of North Carolina (\$12.00), 1973 Supplement to the Law Book (\$1.00), and a Study Manual: Fire, Casualty, Automobile Accident and Health, and Adjusters Law and Rulings (\$2.08).

LIFE, ACCIDENT AND HEALTH DIVISION, Department of Insurance

--Contact: James H. Stamey, Deputy Commissioner: 829-5631.

--The division provides protection to the citizens of North Carolina by the review and approval of life insurance forms and accident and health insurance forms to ensure that such forms meet the statutory standards prescribed by the General Assembly and that the provisions and rates are just, fair, equitable, in the public interest and are disclosed in such a manner as to promote understanding on the part of the citizens insured thereunder.

LOCAL GOVERNMENT SERVICES, The Department of the State Treasurer

--See: TREASURER, DEPARTMENT OF THE STATE

MANAGEMENT SYSTEMS, OFFICE OF, Department of Administration

--Contact: Mr. R. E. Johns, State Management Systems Officer: 829-7634.

--The Office of Management Systems assists state agencies and institutions by providing services and support to improve the utilization of resources for automated management information or data processing systems.

--Publications of this division include guidelines, procedures and informational memoranda pertaining to automated data processing. Distribution is limited to automated data processing users, managers and technicians. Publications are free of charge and revised as required.

MARINE AFFAIRS, OFFICE OF, Department of Administration

--Contact: Mr. John Pittman, Assistant Director: 829-2290.

--Serves as the hub of planning and coordination for all matters relating to coastal resources and marine science. The agency drafts and implements programs which are carried out by many other public and private groups or by the agency itself. It operates three Marine Resource Centers on the coast which conduct programs in Marine Education, extension and research. Displays and aquaria are open to the public.

--Brochures on Marine Resource Center programs will be available to the general public upon request after October 1, 1976. Reports on various studies are available for inspection by agencies and companies who are active in the subject area. Publications are free and revised as required.

MASS TRANSIT, DIVISION OF, Department of Transportation and Highway Safety
--Contact: David C. Robinson, Director of Mass Transportation: 829-4713.

--Technical and financial assistance is provided by the division to local governments desiring to (1) plan for and make improvements to local public transportation (bus) systems, and (2) implement carpooling programs.

MEDICAL EXAMINERS, STATE BOARD OF
222 North Person Street, Suite 214
Raleigh, North Carolina 27601
Telephone: 833-5321

MENTAL HEALTH SERVICES, DIVISION OF, Department of Human Resources
--Contact: Mrs. Gay Hinnant, Secretary: 829-7011.

--Provides services for the mentally ill, the mentally retarded, the alcoholic and the drug abuser. The organization includes a central office staff and four regional offices. The regional directors have responsibility for all state mental health programs in their regions. Residential care and treatment are offered at four regional psychiatric hospitals, four mental retardation centers, three alcoholic rehabilitation centers and a re-education program for emotionally disturbed children. There are forty-one (41) area mental health programs serving all one hundred (100) counties in the state and offering a wide variety of services--outpatient, day treatment, emergency, local inpatient hospitalization and consultation and education. Group homes for the mentally retarded and emotionally disturbed are being developed. Sheltered workshops provide training opportunities and day activity programs and halfway houses help people in their communities. These programs are operated by local boards, a group of citizens appointed by county commissioners and charged with planning services to meet local needs. The Commission for Mental Health Services, consisting of fifteen members appointed by the Governor, has the power and duty to adopt rules and regulations to be followed in the conduct of the mental health program to protect and promote mental health throughout North Carolina.

--A listing of the addresses of all of the institutions and community mental health centers in the Division is available to the general public free of charge. It is revised every six months.

MILITARY AND VETERANS AFFAIRS, DEPARTMENT OF
Administration Building
116 West Jones Street
Raleigh, North Carolina 27603
Telephone: 829-4845

MILK COMMISSION, Department of Commerce

--Contact: Grady Gooper, Jr., Executive Secretary: 829-3733.

--The Commission has the primary responsibility of assuring that an adequate supply of wholesome milk is available to the state's citizens. To accomplish this, the Commission has been given the authority, following investigations and public hearings, to adopt rules and regulations, establish minimum prices to be paid dairy farmers and promote an economic climate which will enable farmers to continue in milk production. Since milk is marketed on a classified basis, the Commission provides the audit services to assure that dairy farmers are paid properly. The Commission also serves as a mediator between distributors and producers. To provide stability in the marketing of milk, the statute prohibits the sale of milk below cost and the Commission is charged with the enforcement of this provision. The Commission has the authority to establish maximum and minimum wholesale and retail prices and to adopt trade practice regulations when it determines it is in the public interest.

--The Commission makes the following publications available to the general public free of charge: Rules and Regulations, Statistical Data-N. C. Dairy Report, Reports on Cost of producing milk. Statistical data is published annually.

MINE AND QUARRY INSPECTION DIVISION, Department of Labor

--See: LABOR, THE NORTH CAROLINA DEPARTMENT OF

MOTOR VEHICLES, DIVISION OF, Department of Transportation and Highway Safety

--Contact: J. G. Wilson, Director: 829-7872.

--The Division of Motor Vehicles encompasses several major subdivisions: Registration--administers titles, plates, and insurance; License and Theft--inspects vehicles for size, weights and equipment, investigates thefts, enforces registration laws, administers and enforces Dealer Manufacturers licensing laws and Safety Inspection Act, collects bad checks, license fees, fuel tax penalties and overloaded penalties; Traffic--participates in school bus driver training, conducts defensive driver courses, and driver improvement clinics. Safety promotion via the media is a responsibility of the subdivision; Traffic Records--maintains records for state and local law enforcement officials. Furnishes statistics and copies of accident reports for the public upon request; Drivers' License--licenses drivers and chauffeurs and administers the Point System Law, the Teenager Provisional License Law, and Safety Responsibility Law.

--The division makes copies of rules and regulations governing the Safety Inspection Stations and Motor Vehicle Dealers and Manufacturers

available to the general public upon request. These publications are intended for Licensed Safety Inspection Stations and North Carolina Dealers and Manufacturers. These publications are free of charge and revised every two to four years.

NATIONAL GUARD, DIVISION OF, Department of Military and Veterans Affairs
--Contact: Charles D. Mosley, Publications Officer: 829-3783.

--Provides National Guard troops, trained by the state utilizing Federal equipment to the U. S. Army and Air Force, on call to the President and the Governor of North Carolina.

--Material published by DOD, DA and the Division of the National Guard covering all aspects of the Military, i. e., personnel, training, and equipment is available through this division to members of the National Guard free of charge.

NATURAL AND ECONOMIC RESOURCES, DEPARTMENT OF
Administration Building
116 West Jones Street
Raleigh, North Carolina 27603
Telephone: 829-4984

NATURAL HISTORY, MUSEUM, Department of Agriculture
--See: AGRICULTURE, THE NORTH CAROLINA DEPARTMENT OF

NOTARY PUBLIC DIVISION--Office of the Secretary of State
--Contact: Mrs. Susan Lobinger, Notary Public Officer: 829-3406.

--Issues commissions to Notaries Public.

--Offers free to the general public a manual for applicants as notaries giving information pertaining to duties and responsibilities of the office. Manual is revised approximately every two years.

NURSING, NORTH CAROLINA BOARD OF
P. O. Box 2129
425 North Boylan Avenue
Raleigh, North Carolina 27602
Telephone: 832-2635

NURSING HOME ADMINISTRATORS, STATE BOARD OF EXAMINERS FOR

P. O. 2091

1330 Saint Mary's Street

Raleigh, North Carolina 27602

Telephone: 829-4471

OCCUPATIONAL SAFETY AND EMERGENCY PLANNING (OSEP) SECTION, SAFETY DIVISION,

Department of Transportation and Highway Safety

--Contact: Gerald R. Fleming, Chief, OSEP Section: 829-7512.

--Is responsible for administering a safety and health program for approximately 16,000 employees. Involves a program of hazard and human error control. The Section is also responsible for the planning within the Department for man-made and natural disasters. This duty involves compiling Emergency Highway Traffic Regulations and coordinating all plans with other State Departments and the Federal Government.

OCCUPATIONAL SAFETY AND HEALTH DIVISION, Department of Labor

--See: LABOR, THE NORTH CAROLINA DEPARTMENT OF

OPTICIANS, NORTH CAROLINA STATE BOARD OF

P. O. Box 2257

Raleigh-Durham Highway

Raleigh, North Carolina 27605

Telephone: 787-1253

OPTOMETRY, NORTH CAROLINA STATE BOARD OF EXAMINERS IN

P. O. Box 886

413 West Main Street

Williamston, North Carolina 27892

Telephone: 792-2195

OSTEOPATHIC EXAMINATION AND REGISTRATION, NORTH CAROLINA BOARD OF

P. O. Box 1177

330 West Front Street

Burlington, North Carolina 27215

Telephone: 228-1306

PARKS AND RECREATION, NC STATE, Department of Natural and Economic Resources

--Contact: Receptionist: 829-4181.

- State Park management and enhancement of recreation, provides recreation planning and development assistance to local governments in addition to designing and promoting a state outdoor recreation plan. Reservoir management for both recreation and natural areas.
- Park brochures are available to the general public free of charge. The division also offers Park master plans to Legislative members, interest groups, local officials, and planning regions free of charge.

PERSONNEL, OFFICE OF STATE, Department of Administration

--Contact: Mrs. Betty C. Brooks, Manager, Supportive Services Section:
829-7112.

- Personnel administration services are provided for State and local government employees subject to the State Personnel Act. Personnel administration includes programs for recruitment, selection, classification compensation, career advancement, training, service recognition, general conditions of employment, and employee-management relations.
- Printed material is for agencies and employees to use in referring to policies and procedures applicable to personnel administration, and for providing applicants with job information. The materials are free of charge and revised as needed.

PHARMACY, NORTH CAROLINA BOARD OF

109 Church Street

P. O. Box 471

Chapel Hill, North Carolina 27514

Telephone: 942-4454

PHYSICAL THERAPY, STATE EXAMINING COMMITTEE OF

2426 Tryon Road

Durham, North Carolina 27705

Telephone: 489-7814

PLUMBING AND HEATING CONTRACTORS, STATE BOARD OF EXAMINERS OF

P.O. Box 110
806 Raleigh Building
5 West Hargett Street
Raleigh, North Carolina 27602
Telephone: 828-8203

PODIATRY EXAMINERS, STATE BOARD OF

1230 Medical Center Drive
Wilmington, North Carolina 28401
Telephone: 762-4461

POLICE INFORMATION NETWORK, Department of Justice

--Contact: Howard M. Livingston, Director: 829-3171.

--Computerized Criminal Justice Information data bank for qualified State and local agencies provides the Criminal Justice Community of North Carolina with a computerized message switching information storage and retrieval system.

--The division publishes the Uniform Crime Reporting (UCR) Annual primarily for criminal justice agencies. The publication is free of charge and revised annually.

PRACTICING PSYCHOLOGISTS, NORTH CAROLINA STATE BOARD OF

P.O. Box 17763
Charlotte, North Carolina 28211
Telephone: (704) 372-2666

PRISONS, DIVISION OF, Department of Correction

--See: CORRECTION, DEPARTMENT OF

PUBLICATIONS DIVISION--Office of the Secretary of State

--Contact: John L. Cheney, Jr., Director of Publications: 829-7355.

--Publishes N. C. State Manual, Session Laws, Journals of the General Assembly, Directory of State and County officials, Election

Returns, etc. The Division includes the Land Grant Commission which maintains the records of original landgrants by the lords' proprietors, the King, and state.

- The publications listed above are made available to the public by the division. The Directory of State and Local officials is revised annually and is free. Other publications are revised biennially or as the General Assembly meets. Price list available.

PUBLIC INSTRUCTION, THE DEPARTMENT OF

Education Building
100 West Edenton Street
Raleigh, North Carolina 27611
Telephone: 829-3813

- Contact: Tom I. Davis, Special Assistant, Information and Publications: 829-4258.
- The Department of Public Instruction offers services in the following areas:
 - INSTRUCTIONAL SERVICES-gives leadership to the instructional program in the State's public schools, assists teachers and staff working in the K-12 educational program, and furnishes leadership in the development of curriculum and new materials.
 - REGIONAL CENTERS AND FEDERAL RELATIONS-coordinates federal education programs in North Carolina, seeks new sources of federal funds, and provides information about federal education programs in the state to local education agencies, the State Education agency, the U. S. Office of Education, and the North Carolina Congressional Delegation.
 - TEACHER EDUCATION-insures that all professional personnel and other public school employees are qualified to serve effectively.
 - PERSONNEL RELATIONS AND PUBLIC AFFAIRS-helps develop personnel policies with local school units and provides publications and information.
 - PLANNING, RESEARCH, AND DEVELOPMENT-makes comprehensive educational plans and evaluates the effectiveness of existing and new programs.
 - ADMINISTRATIVE SERVICES-develops and directs local leadership and management programs in the State education agency and in local education agencies, with the goal of strengthening the caliber of educational administration and management at both State and local levels.
 - HUMAN RELATIONS AND STUDENT AFFAIRS-provides State level leadership and coordination in programs and activities relating to human relations, student activities (excluding athletics), school desegregation, school health services, school social services, and elimination of sex bias in the public schools.
- The Department has various curriculum materials, directives, laws, regulations, and record keeping forms designed primarily for educators. Prices range from 25¢ to \$3.00. Price list available.

PUBLIC LIBRARIAN'S CERTIFICATION COMMISSION, NORTH CAROLINA
State Library Building
109 East Jones Street
Raleigh, North Carolina 27611
Telephone: 829-2570

REAL ESTATE LICENSING BOARD, NORTH CAROLINA
P. O. Box 266
813 BB&T Building
Fayetteville Street
Raleigh, North Carolina 27605
Telephone: 833-2771

REFRIGERATION EXAMINERS, STATE BOARD OF
P. O. Box 10553
512 St. Mary's Street
Raleigh, North Carolina 27605
Telephone: 834-5484

RESEARCH AND STATISTICS DIVISION, Department of Labor
--See: LABOR, THE NORTH CAROLINA DEPARTMENT OF

REVENUE, DEPARTMENT OF
--Revenue Building
2 South Salisbury Street
Raleigh, North Carolina 27640
Telephone: 829-7211

--Contact: John E. Lansche, Deputy Secretary: 829-7210.

--The Department of Revenue handles the auditing and collection of all state revenue funds. Tax schedules are administered by eight different divisions--each responsible for the collection of a particular tax. The Department collects and accounts for the tax, supervises the laws, insures uniformity of administration of tax laws. Through tax research, the Department determines and publishes statistical, analytical and descriptive tax information, to provide estimates of revenue expected from tax law and effects of revenue form changes in tax law, comparative studies of other states' tax structure, etc. The Planning and Processing section is designed to maintain an up-to-date and efficient computer operation to provide enlarged services at lower cost, upgrade effectiveness of accounting and information, reduce manual handing of tax documents.

- The Department makes printed materials on the following subject matters available to the general public free of charge: Income tax, Corporate Tax, Franchise Tax, Intangibles Tax, Inheritance Tax, License and Exise Taxes, Gasoline Tax, Ad Valorem Tax, collection reports, tax regulations, tax rulings, and administrative regulations. Materials revised yearly or as necessitated by legal changes.

RURAL ELECTRIFICATION AUTHORITY, Department of Commerce

--Contact: J. D. Patterson, Administrator: 829-7513.

- Assists in merger and operation of electric and telephone membership corporations. Investigates complaints concerning service and billings, acts as an arbitrator in these matters; analyses loan requests made by the cooperatives, and upon approval by the Authority, acts as agent for the coop in securing loans from the Rural Electrification Administration.
- The division prints directories for electric and telephone coops. Directories contain phone numbers and addresses, names of board members, officers in each coop. The division also prints an annual report which contains information on operation progress of each coop. These publications are available to the general public free of charge.

SAFETY DIVISION, Department of Transportation and Highway Safety

--See: GOVERNOR'S HIGHWAY SAFETY PROGRAM, SAFETY DIVISION, and OCCUPATIONAL SAFETY AND EMERGENCY PLANNING SECTION, SAFETY DIVISION

SANITARIAN EXAMINERS, STATE BOARD OF

P. O. Box 1088

Lumberton, North Carolina 28358

Telephone: 739-3344

SAVINGS AND LOAN DIVISION--Department of Commerce

--Contact: Rosalee Harris Price, Administrator's Secretary: 829-3525.

- Examines records of Savings and Loan associations to detect problems that could affect the solvency of any state-chartered savings and loan association.
- Printed materials made available to the general public by this division include: Laws of NC Relating to Savings and Loan Associations

(\$5.00); Rules, Instructions and Regulations for the Operation of State Chartered Savings and Loan Associations (\$2.00); and Biennial report of the Financial Condition of State Chartered Savings and Loan Associations (free).

SECRETARY OF STATE, DEPARTMENT OF
Administration Building, Room 101
116 West Jones Street
Raleigh, North Carolina 27603
Telephone: 829-3433

SECURITIES DIVISION, Office of the Secretary of State

--Contact: William W. Coppedge, Securities Deputy: 829-3924.

--All securities offered for sale to the public in North Carolina must be registered with the Secretary of State unless there is an available exemption. Only dealers and salesmen registered by the Secretary of State may sell either registered or exempt securities unless an exemption permits otherwise.

--Offers the following items to the general public free of charge: copies of Administrative rules and the Securities Act, appropriate application forms, dealer and salesman's manual. Certain files are open to the public. Publications revised as needed.

SOCIAL SERVICES, DIVISION OF, Department of Human Resources

--Contact: Bonnie R. Allred, Special Assistant to the Director: 829-3055.
325 N. Salisbury Street, Raleigh, North Carolina 27611

--The Division supervises all public assistance and services programs administered by the 100 county departments of social services. The public assistance programs consist of Aid to Families with Dependent Children, Food Stamps, State/County Special Assistance to Adults, and Medicaid Eligibility. The Division has a total of 31 services available under the Comprehensive Social Services plan (known as Title XX of the Social Security Act) which are administered either directly by the local dss or by contract. Some of the services available are adoptions, day care for adults, day care for children, protective services for adults, protective services for children, chore services, homemaker services, foster care, etc. The Division also has an Office Support and Enforcement which is operable in all 100 counties, however, in a few counties the program is administered by the state office.

- The major publication of the Division (done in coordination with the Institute of Government) is A Guide to Social Services in North Carolina, covering administration, local board responsibilities and programs and services offered by Social Services. The book is distributed free to county directors of social services, all local board members, heads of state government and members of the legislature. Copies are sold to the general public for \$1.00 each. Brochures as well as any materials printed that does not violate recipient confidentially is available to the general public usually free of charge. Price list available for state plan and manual material for each program category (these are revised on an on-going basis).

SPECIAL SERVICES DIVISION, Department of Insurance

- Contact: Staff: 829-2200.
- Responsible for licensing, regulating and auditing premium finance companies, bail bondsmen, collection agencies and motor clubs, and investigating all complaints from citizens involving these areas.
- The division has applications for Licenses, copies of the General Statutes, and copies of rules and regulations available to the general public free of charge. Revisions are made as necessitated by Legislative changes.

STATE BUDGET AND MANAGEMENT, DIVISION OF, Department of Administration

- Contact: Myrtle Bridges, Librarian: 829-7061.
- Aides the Governor and the Advisory Budget Commission in preparing and presenting budgetary recommendations to the General Assembly; assists state agencies in managing and controlling the funds provided by the General Assembly so that these monies are expended efficiently, effectively, and in accordance with legislative intent.
- The division has the following four publications available to the general public: Recommended and Adopted Program Budget for the biennium (revised every two years, free of charge), Cost of Living indicators for North Carolina (revised twice yearly, free of charge), Statistical Abstract on State Government (revised every two years, \$3.00), and Economic and Demographic Indicators for NC Counties (revised every two years, \$2.00).

STATE BUREAU OF INVESTIGATION, Department of Justice

--Contact: Staff: 829-4311.

- The State Bureau of Investigation conducts investigations and operates a crime laboratory for examination of suspected and known physical evidence recovered in criminal investigations. The Bureau also assists in limited training of law enforcement officers in criminal investigations and forensic sciences.

STATE GENERAL SERVICES, OFFICE OF, Department of Administration

--Contact: William M. Law, General Services Officer: 829-3514.

- Maintenance of state buildings, equipment and grounds, operation of General Motor Pool, interoffice mail, telecommunications, office machine repair, operation of heating facility, and State Government Printing Office.

STATE INSPECTIONS AND SERVICES DIVISION, Department of Labor

--See: LABOR, THE NORTH CAROLINA DEPARTMENT OF

STATE LIBRARY, DIVISION OF, Department of Cultural Resources

--Contact: Bertha Farris, North Carolina Information Project Officer: 829-3281.

- The North Carolina State Library offers services throughout the State through its many programs which include providing information and library materials to State employees and to the citizens through their local libraries, providing consulting services to public libraries and to State Government libraries, providing special library services to the blind and physically handicapped, and providing cataloging and book processing services to public libraries across the State.
- The division makes the "North Carolina Brochure" available to the general public free of charge. The brochure contains brief and general information concerning North Carolina's history, economy, government, and culture. The publication is revised every four years.

STATE PLANNING, OFFICE OF, Department of Administration

--Contact: Mrs. Linda C. Smith, Librarian: 829-4131.

- The Office develops analyses of current social and economic issues, provides state decision makers with alternative policy choices, and

assists in translating general goals into specific policy directives. It provides guidance to state agencies in developing, in coordination with the budget process, program plans that are consistent with state goals and policies and that are amenable to evaluations of effectiveness. The Office reviews and analyzes agency plans and activities, develops policy and budgetary alternatives and makes recommendations. Another responsibility of the division is to provide information regarding demographic trends affecting the state including estimates and projections of the population of the state political subdivisions, develop data on the state's economy, project economic trends and their consequences to the state and prepare short and long range comprehensive plans. The Office also conducts land use planning and develops a land use program, policy, and implementation measures.

- General topics covered by publications of this division include planning in areas such as land use, housing, transportation, etc. Data is also available in such areas as population research, etc. The technical nature of most of the publications limits their use to those involved in the planning process, in North Carolina and elsewhere. A publications listing is available.

STATE PROPERTY CONTROL AND CONSTRUCTION OFFICE, Department of Administration

- Contact: A. L. Henderson, State Property and Construction Officer: 829-7962.

- Design and construction branch plans the budget for capital improvements and examines plans and specifications for new state facilities. The real properties branch acquires and disposes of real estate and keeps inventory of land owned and leased by the state. It assists in housing state agencies by keeping an inventory of buildings owned or rented by the state.
- A Property and Construction Manual is available which outlines policies and procedures of the Department of Administration in regard to management of real property and the design and construction of capital improvements. Distribution is limited to agency heads and designers. Publications are free of charge and revised approximately every four to five years.

STATE PROPERTY FIRE INSURANCE FUND DIVISION, Department of Insurance

- Contact: Kenneth P. Dixon, Deputy Commissioner: 829-3901.

- Insures state-owned buildings and contends for fire, windstorms, and allied perils, placing insurance for all state agencies, approving plans for state-owned buildings and inspecting all state-owned buildings as required by law.

STATE PURCHASE AND CONTRACT, OFFICE OF, Department of Administration

--Contact: Herbert O. Carter, State Purchasing Officer: 829-3581.

--Responsible for contracting for equipment, materials, supplies, printing and services required by all agencies of state government, and, except for printing and services, required by the community college system and all local boards of education. Statutory duties are supplemented by rules adopted by the Advisory Budget Commission. It also makes purchasing services available to local governments, charitable nonprofit hospitals, and volunteer fire departments and rescue squads. In addition to its purchasing and contracting duties, the program is responsible for establishing and enforcing purchase specifications; the transfer and disposition of state surplus property; the supervision of storerooms and warehouses operated by state government; and the receipt and distribution of federal surplus property.

--The division publishes a booklet titled "How the State of North Carolina Buys." It is available to the general public but would be of interest to those interested in selling goods or services to the State. It is free of charge.

SUPREME COURT LIBRARY

--Contact: Karen C. Sorvari, Acting Librarian; after January 1, 1977, Raymond M. Taylor, Marshal and Librarian: 829-3425.

--A research library maintained primarily to serve the appellate division of the General Court of Justice, the Library is open to the public during regular library hours, subject to limitations stated in the Supreme Court Library Rules.

--Access is provided to state and federal statutory and judicial law, administrative regulations, and secondary law research tools. No material may be removed from the Library except as provided in the Library Rules. The public may purchase photocopies of desired material for twenty (20) cents per page. State agencies may receive photocopies as provided in Rule 11(b) NC General Statutes (appendix, 1970) as amended.

TRANSPORTATION AND HIGHWAY SAFETY, DEPARTMENT OF

Highway Building
1 South Wilmington Street
P. O. Box 25201
Raleigh, North Carolina 27611
Telephone: 829-2520

TRANSPORTATION PLANNING SECTION, Department of Transportation and
Highway Safety

--Contact: Pam Malinowski, Secretary: 829-2804.

- The Section is responsible for the planning of a multi-modal transportation system for North Carolina. This includes consideration of all modes of transportation and the relationship of each to social, economic, environmental, and other areas of concern. In addition, the process is addressed to resource allocation, institutional arrangements policy analysis, and intergovernmental relationships as they concern transportation.
- Publications available to the general public free of charge from the section include a periodic newsletter, research papers and study reports.

TREASURER, DEPARTMENT OF THE STATE

Albemarle Building
325 North Salisbury Street
Raleigh, North Carolina 27603
Telephone: 829-3951

--Contact: Larry W. Cagle, Administrative Officer: 829-4440.

--The Department of the State Treasurer offers services in the following seven areas:

- GENERAL ADMINISTRATION SERVICES--provides overall supervision and support services for the entire Department. This section includes the Treasurer, the Deputy Treasurer and other staff employees who are responsible for setting policy and managing operations of the Department. Special services provided by this Section include functions in budget, personnel, and purchasing.
- DISBURSEMENT AND RECORDS SERVICES--functions as the bank for the fiscal operation of the State. This Section has the primary responsibility of receiving for payment and processing of all warrants drawn upon the State Treasurer by the several agencies and institutions of the State. It redeems all valid North Carolina bonds and coupons presented for payment and provides safekeeping service for securities deposited in trust with the Treasurer.
- INVESTMENT MANAGEMENT SERVICES--advises the State for and against borrowing according to needs and the State's future resources. It is responsible for the investment of temporarily idle funds in the Treasurer's balances in order to create revenue and provide relief to the taxpayers in North Carolina. This Section also invests the assets of various Trust Funds in order to provide the earnings necessary to attain the actuarial made, based on the benefits provided.

- LOCAL GOVERNMENT SERVICES--advises and assist the local government units of North Carolina. This Section provides services prescribed by statute to local governments in the area of issuance of debt; debt management, and accounting and finance administration; to regulate the issuance of debt of authorities for industrial aid and pollution abatement; and to aid and provide technical services in the sale of bonds for the State and certain of its agencies.
- ESCHEATS--The State Treasurer is vested with the responsibility of collecting, depositing and managing all unclaimed property or revenues. The Education Assistance Authority is the beneficiary of the funds.
- NORTH CAROLINA HOUSING FINANCE AGENCY--provides adequate housing at affordable prices to North Carolinians of lower income. The objective of this agency is to increase the amount of money in the home loan money market through the selling of tax-exempt bonds and using the proceeds to 1) buy mortgages that meet agency standards, and 2) pledge a commitment of loan funds to a lender. In both cases, proceeds are loaned to borrowers who meet agency income guidelines.
- EMPLOYEES' RETIREMENT AND BENEFITS DIVISION--serves approximately 250,000 state and local government employees in North Carolina through the following programs:
 - THE RETIREMENT SYSTEMS--provide disability and service retirement and death benefits coverage to teachers and state employees in the state system and to employees or participating local governments in the local system.
 - PUBLIC EMPLOYEES' SOCIAL SECURITY AGENCY--Social Security benefits are not available to public employees unless a state voluntarily agrees to collect the tax required for coverage. The Agency qualifies governmental units for participation and collects and transmits employee and employer contributions.
 - HEALTH AND DISABILITY BENEFITS--establishes a program of hospital and medical benefits and a program of disability salary contribution for full-time teachers and state employees.
 - LOCAL EMPLOYEE'S RETIREMENT--is a service agency for public employees of counties, cities, towns, boards, commissions, and other similar political entities. It is a part of the Retirement Operation.
- Subject matter covered by publications made available to the general public free of charge by the Department of the State Treasurer include: Financial Reporting, General and Specific Requirements concerning Statutory Programs administered by the Department, Retirement Benefit Information and recommended Accounting Guidelines information for Local Governmental Units. Most publications are free upon request. Those for sale range in price from \$3-\$16. A price list is available.

UNIFORM COMMERCIAL CODE DIVISION--Office of the Secretary of State

--Contact: Charles Moore, Deputy UCC Filing Officer: 829-4205.

- Files financing statements and furnishes information relating to security interests in personal property and Federal Tax Liens relating to the property of corporations and partnerships.
- Offers a filing manual explaining rules and regulations concerning documents filed in the division to the general public at no charge. Manual is revised as statute changes necessitate.

UTILITIES COMMISSION, Department of Commerce

--Contact: Katherine Peele, Chief Clerk: 829-7328.

- Certify public utilities, regulate rates and services, plans and promotes economic public utility services, audits, reviews, and regulates services of utility firms.
- The Commission makes copies of the North Carolina Public Utilities Law available to the public. These are free for state agencies. A \$5.00 fee is charged the public. Publication is revised every two years, supplements are recieved yearly.

VETERANS AFFAIRS, DIVISION OF, Department of Military and Veterans Affairs

--Contact: Charles A. Beddingfield, Jr., Director: 829-3851.

- Provides assistance to veterans, their families and their dependents, in obtaining or maintaining privileges, rights, and benefits to which they are entitled under federal, state or local law.
- The division offers to the general public free of charge A Summary of North Carolina Benefits for Veterans. The publication is revised following each session of the General Assembly.

VETERINARY MEDICAL BOARD, NORTH CAROLINA

P. O. Box 425
301 Truck Lane
Smithfield, North Carolina 27577
Telephone: 934-8389

VOCATIONAL REHABILITATION SERVICES, DIVISION OF, Department of Human Resources

--Contact: Claude A. Myer, Director: 829-3364.

--Provides a comprehensive program of diagnosis, therapy, medical treatment, restoration, prosthetic appliances, and training. Offers practically any goods and services necessary to render a handicapped person employable can be provided (some of which are on the basis of economic need).

--The Division has the following two publications available to the general public at no charge: "Help for North Carolina's Disabled" (a summary of the Division's program areas and it's facilities) and "North Carolina's Statewide System of Rehabilitation Centers."

WATCHMAKING AND REPAIRING, NORTH CAROLINA STATE BOARD OF EXAMINERS IN

1111 Guilford Drive

Charlotte, North Carolina 28209

Telephone: (704) 372-7518

WATER WELL CONTRACTOR EXAMINERS, STATE BOARD OF

P. O. Box 17261

4208 Six Forks Road

Raleigh, North Carolina 27609

Telephone: 787-7151

WILDLIFE RESOURCES COMMISSION--Department of Natural and Economic Resources

--Contact: Mrs. Anne Y. Poole, Office Manager, Division of Education: 829-7123.

--The Wildlife Resources Commission as established by the General Assembly of 1947 has the responsibility to manage, restore, develop, cultivate, protect, and regulate the wildlife resources of the State of North Carolina, and to administer the laws relating to wildlife and freshwater fishes. Since 1959, the Wildlife Resources Commission has also been authorized to administer and enforce the Boating Safety and Numbering Law. The Commission functions through a five-point program based on the essential activities of regulation, enforcement, education, management and research.

--The publications available to the general public free of charge from the Commission are primarily designed as educational tools to inform the public about the wildlife and freshwater fishes of North Carolina. Regulatory pamphlets (free of charge) are also available to those citizens who participate in our hunting, fishing or boating programs. Regulatory pamphlets are revised annually. Educational Pamphlets are revised at least every five years.

WOMEN, THE NORTH CAROLINA COUNCIL ON THE STATUS OF, Department of Administration

--Contact: Ms. Betty Barber, Executive Director: 829-2455.

--The principle function of the North Carolina Council on the Status of Women is to advise the Governor, the major departments of State Government and the General Assembly concerning the status of women in North Carolina. Two major courses of action have been followed by the Council: 1) Researched and published a 210-page statistical documentary, "The Status of Women in North Carolina," which outlines the major problem areas for women across the state. A study on minority women is currently being conducted and others are in the planning process. 2) Encouraged the organization of County Councils on the Status of Women in each of the 100 counties in North Carolina to provide information and respond to the needs of women at the local level.

--The Council has three publications available to the general public free of charge. They are: "The Status of Women in North Carolina," which concerns the status of women in the areas of education, employment, social, legal and financial issues, state government, public life and volunteerism; "North Carolina Women and the Law," a handbook which addresses legal matters pertaining to women; and a quarterly newsletter known as "Women."

YOUTH INVOLVEMENT OFFICE, Department of Administration

--Contact: Gail Knieriem, Director, NC Internship Office: 829-5966.

--The Youth Involvement Office coordinates service-learning programs for high school and college students. The office has the responsibility to provide information services for youth, to develop student programs in both the public and private sectors of North Carolina, and to provide leadership in maintaining and boosting these programs. The Youth Involvement Office is the umbrella agency for the North Carolina Youth Advisory Council and the North Carolina Internship Office. The Youth Advisory Council works with high school students to develop projects which focus on civic activities and local governments. The North Carolina Internship Office operates the State Government Internship Program which places college students in service-learning positions for periods of approximately twelve weeks and works continually with the colleges and universities across the state to develop new programs and to provide appropriate technical assistance. The role of the NCIO is to operate as a clearinghouse for students, for educational institutions, and for state government departments.

--Publications made available to the general public free of charge by the division include such subjects as: developing service-learning programs, evaluations of state government internship programs, funding sources for internship programs, and student-originated internship project summaries. These publications are generally requested by college students, faculty, and educators.

YOUTH SERVICES, DIVISION OF, Department of Human Resources

--Contact: Joe Woenstendik, Public Information Officer: 829-4471.

--Juvenile delinquents, ages 10 to 17, are interviewed, tested, examined and observed for special behavioral or attitudinal problems. These youths are assigned to one of six coeducational treatment schools where their individual treatment program is carried out.

--The Division has developed a guidebook for children who have been committed to the Division of Youth Services. This guidebook attempts to give children who are coming to Youth Services Schools an idea of what they will find at those schools. The publication is free and limited to those who have been adjudicated delinquent and committed to training schools.

ZOO PUBLIC RELATIONS OFFICE--Department of Natural and Economic Resources

--Contact: Marcia Constantino, Public Relations Officer: 829-4190.

--To provide information, verbal and written, on the N. C. Zoological Park located near Asheboro. Telephone and letter requests for information are handled through the Zoo Public Relations Officer in Raleigh. A limited number of guest speakers are available to schools, civic organizations, etc.

--The Office makes the following four publications available to the general public free of charge: "NC Zoological Park"--folder giving basic information on Interim Zoo facility and projected plans for the total natural habitat zoo, "Interim Zoo: Guide and Location Map"--simple map of animal exhibit areas, "Put Yourself in Their Place"--NC Zoological Society membership folder, and "ZooLingo"--bi-monthly zoo newsletter. Publications are revised annually.

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